

**MISSISSIPPI MILITARY DEPARTMENT  
STATE EMPLOYEE POSITION ANNOUNCEMENT  
ANNOUNCEMENT #15-020**

**OPENING DATE:** 20 Feb 15    **CLOSING DATE:** 06 Mar 15    **AGENCY:** 5709    **PIN:** 0184

**POSITION:** HVACR CONTROLS TECHNICIAN (Key Field)

**STARTING SALARY:** \$32,484.63

**LOCATION OF POSITION:** 186<sup>th</sup> Air Refueling Wing, Meridian, MS 39307-7112

**TELEPHONE INQUIRIES:** Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

**APPLICATION MUST BE SUBMITTED TO:** MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box 5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

**APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.**

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**SPECIAL CONDITION:** *MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.*

**MINIMUM QUALIFICATIONS:**

1. High school education or GED equivalent and five (5) years experience in heating and air conditioning fields.
2. Must have CFC/HCFC Certification. **PROOF OF CERTIFICATION MUST BE SUBMITTED WITH APPLICATION.**
3. Possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Physical conditions of such nature as to permit continuous, moderately heavy work with the ability to move and lift objects weighing up to 50 pounds.
5. Skilled in the use of hand tools, general knowledge of the methods and tools used in all types of maintenance and repair of real property facilities.
6. Must have experience with installation and maintenance of fire alarm systems.

**DUTIES AND RESPONSIBILITIES:** (Not all inclusive, will be fully explained during interview)

1. Performs the full range of heating/air conditioning including installation, repair, overhaul, maintenance, and servicing of industrial and domestic reach-in and walk-in coolers, dehumidifiers, air conditioning units and systems, ventilating systems (HVAC), and related equipment.
2. Diagnoses and locates malfunctions; disassembles, repairs, replaces, and/or adjusts thermostats, pressure stats, humistats, relays, switches, and other automatic control devices.
3. Disassembles and repairs compressors and related components; services and repairs evaporators, condensers, and receivers; replaces and/or cleans filters, bleed systems and replaces refrigerants; tests for leaks and for excessive load conditions; reconditions, modifies, and fabricates parts. Installs and relocates equipment.
4. Uses all hand tools, test equipment and instruments, welding equipment and shop machines.
5. Maintains and repairs heating equipment such as furnaces, heaters, water heaters, etc., using hand tools and portable power tools. Repairs boilers, boiler furnaces, and heating equipment.
6. Performs fire alarm inspection and maintenance of fire alarm and fire suppression equipment and systems; including troubleshooting, maintaining, and installation of fire alarm and fire suppression systems.
7. Works as a member of a maintenance team. Assists with plumbing and electrical repairs.
8. Performs other duties as assigned by Maintenance Supervisor.

**AREA OF CONSIDERATION: OPEN COMPETITIVE**

AGO Form 14-R (Revised 1 Oct 14)

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**SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES**

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

**RESUMES WILL NOT BE ACCEPTED.** Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14.** Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard, website [www.ms.ng.mil](http://www.ms.ng.mil) or by written/telephonic request to the Mississippi Military Department, ATTN: JFH- MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

**PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED.** Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

**APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED.** Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

**SUPPORT OF THIS POSITION IS CONTINGENT UPON CONTINUED POSITION AUTHORIZATION AND AVAILABILITY OF STATE/FEDERAL FUNDING, AS APPLICABLE.**

**Military membership is desired.**

**INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.**

**\*MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION**